

# NEW VEHICLES SOLD BY CALIFORNIA DEALERS

## VEHICLE INDUSTRY REGISTRATION PROCEDURES

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## *New Vehicles Sold by California Dealers*

### **6.000 New Vehicles Sold by California Dealers (CVC §§4150, 4150.5, 4456, 5901, and 11714)**

California licensed dealers must report the sale of all new vehicles the dealership is franchised to sell on a *Application for Registration of New Vehicle* (REG 397).

- The REG 397 must be submitted to DMV with any supporting documents and the fees required for vehicle registration within 20 days of sale to avoid penalty and ASF fees.
- For identical new vehicles sold to the same registered owner, an *Application for Registration of Multiple New Vehicles* (REG 397A) may be completed.

See section 6.090 for New Vehicles Altered before Registration and section 6.105 for New Vehicles Sold for Registration out-of-state

### **6.005 Obtaining New Report of Sale Forms**

The *Application for Registration of New Vehicle* (REG 397) and the *Application for Registration of Multiple New Vehicles* (REG 397A) are controlled forms and can only be obtained from the department's Occupational Licensing Section.

Orders for additional forms are only accepted by mail on an:

- Order Form (OL 395N) for *New Vehicle Reports of Sale* (REG 397), or
- Order Form (OL 395M) for *Application for Registration of Multiple New Vehicles* (REG 397A).

These forms are available on line at [www.dmv.ca.gov/vehindustry/olforms/supplyorderforms.htm](http://www.dmv.ca.gov/vehindustry/olforms/supplyorderforms.htm) and must be mailed to the address on the form.

### **6.010 *Application for Registration of New Vehicle* (REG 397)**

The dealer or an authorized employee/agent for the dealer **must** properly and legibly complete all information on the *Application for Registration of New Vehicle* (REG 397) to ensure correctness of the California certificates issued.

- Incomplete, incorrect, or unclear information reported on the REG 397 can be costly and inconvenient to all parties involved.
- Information on the REG 397 may be typewritten, computer-generated, or hand-printed. If hand-printed, the department prefers that only block upper case letters be used.
- When necessary, the dealer should clarify the owner's name and/or address on a *Statement to Record Ownership* (REG 101).

**6.010 Application for Registration of New Vehicle (REG 397), continued**

Follow the chart to complete the REG 397:

**REG 397 Check List**

<b>Section</b>	<b>Required Information</b>
Date First Sold as a New Vehicle	Enter the date the buyer paid the purchase price, signed a purchase contract or security agreement, <b>and</b> took possession or delivery of the vehicle. (CVC §5901[d])
Date First Operated	Enter the date the vehicle was first operated by the retail buyer. Fees are due based on this date.
NRM/IND	Check this box if the vehicle is being registered to a nonresident military (NRM) person or a member of a California Indian tribe living on a federal Indian reservation or rancheria in California. <b>NOTE:</b> Refer to section 6.050 for Sales to California Indian Tribes/Tribal Members and Sales to Nonresident Military Personnel for fee exemption and additional documentation requirements.
Make	Enter the make of the vehicle, not the model.
Year Model	Enter the year model designated by the vehicle manufacturer.
Body Type	Enter the body type. See Chapter 30, Inquiries, chart 1 for body type codes
Motive Power	Enter the motive power for all vehicles. The fuel types are: G–Gasoline                      D–Diesel                      E–Electric M–Methanol                      N–Natural Gas                      P–Propane Q–Hybrid For all trailers, use motive power code “0” (zero) <b>IMPORTANT:</b> Hybrid vehicles are powered by gas and electricity and are exempt from smog certification by the Bureau of Automotive Repair (BAR) until 12/31/2010. It is important that “Hybrid” or “Q” be shown in this field so the vehicle record may be correctly marked.
Number of Axles	Enter the number of axles <b>only</b> for commercial motor vehicles and trailers. Do not enter axles for CCH or CMP trailers.

*REG 397 Check List (continued)*

<i>Section</i>	<i>Required Information</i>
Unladen Weight	<ul style="list-style-type: none"> <li>• Enter the unladen (empty) weight for <b>all</b> commercial motor vehicles and trailers.</li> <li>• The estimated unladen weight is required if the vehicle:               <ul style="list-style-type: none"> <li>— weighs 10,001 pounds or more, or</li> <li>— is a trailer in the PTI program.</li> </ul> </li> </ul> <p><b>Exception:</b> do not enter unladen weight for CCH or CMP trailers</p> <p>Refer to Chapter 13, Commercial Vehicles for additional information.</p>
Vehicle Identification Number (VIN)	<p>Enter the <b>complete 17-digit VIN</b> as shown on the vehicle's serial plate. Accuracy is extremely important.</p> <ul style="list-style-type: none"> <li>• A valid 17-digit VIN must be shown for a passenger vehicle, truck, bus, motorcycle, trailer, or cab and chassis operated on the roads and highways.</li> <li>• If the VIN does not pass the check-digit, the application will be returned to the dealer.</li> </ul>
M/C Engine Number	<p>Enter the complete engine number and number of cc's for motorcycles and all-terrain vehicles (ATVs).</p> <p>Use the serial number on the motor for all electric motorcycles.</p>
Camp Trailers and Trailer Coaches <ul style="list-style-type: none"> <li>• Length in inches</li> <li>• Width in inches</li> </ul>	<p>Enter the length and width <b>in inches</b> for <b>all</b> trailer coaches, camp trailers, <b>and</b> house cars (motorhomes).</p> <p><b>NOTE:</b> The length and width for a house car/motorhome may be shown on a <i>Statement of Facts</i> (REG 256) or on the REG 397.</p> <ul style="list-style-type: none"> <li>• House cars/motorhomes exceeding 45 feet (540 inches) in overall length or 8.5 feet (102 inches) in width <b>cannot be registered</b> in California. (CVC §§35100 and 35400)</li> <li>• Trailer coaches exceeding 40 feet (480 inches) in length <b>or</b> 8 feet (96 inches) in width <b>must be</b> registered by the Department of Housing and Community Development.</li> </ul>
County of Residence	<p>Show the buyer's county of residence. This may differ from the mailing address county.</p> <ul style="list-style-type: none"> <li>• For leased vehicles, show the county of the lessee's address.</li> <li>• For trailer coaches located in a different county, show the county of the trailer coach location (situs).</li> </ul>

*REG 397 Check List (continued)*

<i>Section</i>	<i>Required Information</i>
Sold To	<p>Print the true full name (the name shown on the buyer's driver license or ID card) of <b>each</b> buyer.</p> <ul style="list-style-type: none"> <li>• If there is more than one buyer/owner, check the "AND" or "OR" box.</li> <li>• Documents will be issued with "AND" if box is <b>not</b> checked and all owners will be required to release their interest in the vehicle.</li> </ul> <p><b>Leased Vehicles</b>—Print the name of the lessor followed by the abbreviation "LSR" <b>and</b> the name(s) of the lessee followed by the abbreviation "LSE." <b>Do not</b> join the names with "and" or "or."</p> <p style="text-align: center;"><b>Example:</b> Jay Street Leasing, LSR Doe, John Lee, LSE</p> <p><b>Only</b> the lessor signs the REG 397 as the buyer.</p> <p>Refer to Chapter 1, General Registration Information for additional information.</p>
Equipment Number	Enter the equipment number only for fleet vehicles.
Business or Residence Address	Enter the buyer's residence or business address. Include an apartment or space number, if it is part of the address.
Mailing Address	<ul style="list-style-type: none"> <li>• Enter the buyer's mailing address if different from the business or residence address. <ul style="list-style-type: none"> <li>—Include an apartment, space number, or PMB (Private Mail Box) if it is part of the address.</li> </ul> </li> <li>• If the mailing address is in a different city than the residence address, the mailing address only will be keyed on the documents. <ul style="list-style-type: none"> <li>— A <i>Change of Address</i> (DMV 14) must be completed by the applicant and submitted with the REG 397.</li> </ul> </li> </ul> <p>See Chapter 1, General Registration Information for additional address requirements.</p> <p><b>NOTE: Mailing Address Only on Registration Documents</b>—The buyer/registered owner may request that the registration and title documents issued by the department show only his/her mailing address.</p> <p>Refer to Chapter 1, General Registration Information for the requirements.</p>

*REG 397 Check List (continued)*

<i>Section</i>	<i>Required Information</i>
Lienholder or Legal Owner Name and Business or Residence Address	<ul style="list-style-type: none"> <li>• Enter the true full name and address of the lienholder/legal owner or the word “NONE.”</li> <li>• A rubber stamp (at least 12-point type) may be used to enter the lienholder name and address. The impression must be legible. Initial the entry.</li> <li>• Applications without an entry in this section are returned to the dealer.</li> </ul> <p>Refer to Chapter 1, General Registration Information, <b><i>Designating Legal Ownership on Applications</i></b> for further information</p> <p><b>NOTE:</b> Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which must be used.</p> <ul style="list-style-type: none"> <li>• Show the ELT lienholder information <b>exactly as shown</b> in the latest ELT listing issued by the department.</li> <li>• New listings are issued quarterly and can be obtained on the DMV website, <b>www.dmv.ca.gov/industry/industrytools</b>.</li> </ul>
Lessee's Address	Enter the lessee's complete address in this space <b>if</b> it is different than the address shown for the registered owner.
For Hire	Check the appropriate box to indicate whether a passenger vehicle is to be operated for hire such as a limousine or taxi, or will provide a service of transporting passengers in conjunction with a business.
Date and Buyer(s) Signature(s)	<ul style="list-style-type: none"> <li>• The date and the buyer's usual signature, <b>or</b></li> <li>• the buyer's signature signed by the attorney-in-fact shown on a power-of-attorney.</li> </ul> <p><b>NOTE:</b> The signature of all buyers is required. Refer to Chapter 1, General Registration Information for complete signature information.</p> <p><b>Leased Vehicles</b>—The lessor is the registered owner and must sign the REG 397. The lessee's signature is optional.</p>
Certificate of Cost	<p><b>A</b> — Show the full cost price of the vehicle to the buyer, <b>excluding</b> sales tax, license fees, or financing costs.</p> <p><b>B</b> — Show the full cost of a trailer coach including all permanently attached items.</p> <p>Check the appropriate box to indicate if the vehicle sold was a complete vehicle, a chassis only, or a cab and chassis.</p> <p><b>NOTE:</b> The Federal Retail Excise Tax <b>must be</b> included on the first retail sale of a commercial truck or truck chassis with a gross vehicle weight (GVW) of 33,001 pounds or more <b>or</b> a trailer chassis with a GVW of 26,001 pounds or more.</p>

*REG 397 Check List (continued)*

<i>Section</i>	<i>Required Information</i>
Odometer Disclosure Statement	<p>The actual odometer mileage must be entered on the REG 397 for all motor vehicles.</p> <ul style="list-style-type: none"> <li>• This section must include the hand-printed names and original signatures of the seller (dealer) and buyer.</li> <li>• Only one name and signature is required when there are multiple buyers.</li> <li>• The signature of the lessor or agent as buyer is required for leased vehicles.</li> </ul> <p><b>Errors in the Odometer Disclosure Section</b>—When an error is made in the odometer disclosure section:</p> <ul style="list-style-type: none"> <li>• a <i>Vehicle/Vessel Transfer and Reassignment Form</i> (REG 262) <b>must be</b> used for the odometer disclosure, <b>and</b></li> <li>• a <i>Statement of Facts</i> (REG 256) explaining the reason for the separate disclosure form <b>must be</b> submitted with the application.</li> </ul> <p>Refer to Chapter 5 for additional information on odometer disclosure.</p>
New Vehicle Dealer Notice Temporary Identification	<p>Complete all sections as indicated in the preceding instructions.</p> <ul style="list-style-type: none"> <li>• This form becomes the temporary identification for the purchaser to operate the vehicle until the license plates/stickers are received.</li> <li>• The bottom portion of the duplicate is the 5-day notice that is sent to DMV.</li> </ul>
Certification of Unladen Weight of Vehicle (Reverse Side of REG 397)	<p>Enter the unladen weight for commercial vehicles or a trailer.</p> <p><b>NOTE:</b> Do not enter the unladen weight for trailer coach (CCH) or camp trailer (CMP).</p> <ul style="list-style-type: none"> <li>• Dealers may certify the unladen weight for new commercial vehicles weighing up to 8,000 pounds unladen and over 10,001 unladen and for all trailers.</li> <li>• A weight certificate is required for any two-axle or three-axle commercial vehicle between 8,001 and 10,000 pounds unladen.</li> </ul>

*REG 397 Check List (continued)*

<i>Section</i>	<i>Required Information</i>
Dealer Certification	<p>This section requires:</p> <ul style="list-style-type: none"> <li>• The dealer's business name, address, and dealer number.</li> <li>• The salesperson's printed name and number. If the vehicle was sold by an owner or officer of the dealership, enter the title, such as "Owner" or "CEO" as the <i>Salesperson's Number</i>.</li> <li>• The signature of the dealer's authorized agent. (This may be any authorized person of the dealership, not necessarily the salesperson).</li> <li>• The printed name of the person who signed as the agent, and the dealer's telephone number.</li> </ul> <p><b>NOTE:</b> The signature acknowledges and certifies to all the information in the Statement of the Seller, the Certification of Unladen Weight, and Dealer's Certification sections.</p>

**6.020 Dealer Corrections on Application for Registration of New Vehicle (REG 397)**

Dealers may correct errors on any part of the *Application for Registration of a New Vehicle* (REG 397) **except** the odometer disclosure section.

The dealer or the dealer's authorized representative who signed the dealer certification **must** okay and initial any corrections.

**Errors in the Odometer Disclosure Section**

When the error is in the odometer disclosure section:

- a *Vehicle/Vessel Transfer and Reassignment Form* (REG 262) **must be** used for the odometer disclosure, **and**
- a *Statement of Facts* (REG 256) explaining the reason for the separate disclosure form must be submitted with the application.

**Lienholder/Legal owner changes**

The vehicle can be sold as a new vehicle with corrections on the REG 397, if:

- the financing is rejected on the first contract, but is successful on the second contract, **and**
- there is no change to the registered owner(s).

The vehicle **must be** sold as a used vehicle, and the new vehicle rollback procedures in section 6.045 followed, if

- the second contract requires any changes to the original registered owner(s), **or**
- there is a new purchaser,



**6.025 Distribution of Application for Registration of New Vehicle (REG 397)****Application Copy** (upper portion of the original)

Submit to the department within 20 days of the sale date, with the fees and any supporting documents required for the vehicle registration.

**EXCEPTIONS:** Give the application copy and any supporting documents to the buyer instead of submitting them to the department for:

- public agency sales.
- sales to Consul Corps employees.
- mail order sales, and
- sales of new vehicles to be altered.

See section 6.105 for vehicles sold for registration out-of-state

**Purchaser's Temporary Identification Copy** (bottom portion of the original)

Fold the paper so that only the preprinted number and vehicle descriptive information shows (for customer privacy). Place in the lower rear window of the vehicle for display.

- If the information will be obscured, place it in the lower right corner of the windshield or on the lower right side of a side window.
- For trailers, display in the same manner in the towing vehicle.

This form authorizes operation of the vehicle until the buyer receives the license plates and registration card.

**EXCEPTION: Do not** attach the purchaser's copy to the vehicle for the following:

- Vehicles to be altered before registration
- Vehicles to be exported, registered out of state **or** used exclusively on private property.
- Sales to another dealer.
- "Title only" or "Transfer Only"
- Most sales to apportioned operators.

**Dealer's Copy** (upper portion of the duplicate)

- Retained for four years.
- The department may inspect dealer sales records at any time. (CVC §§4456, 5901, and 11714[e])

**6.025 Distribution of Application for Registration of New Vehicle (REG 397),  
*continued*****Dealer's (5-day) Notice** (bottom portion of the duplicate)

- **Mail** the notice to the DMV address shown on the REG 397 no later than the **fifth calendar** day following the sale date, not counting the actual date of the sale.
- This releases the dealer from civil liability arising from operation of the vehicle.
- The dealer's notice **cannot** be submitted to a field office.

**6.030 Application for Registration of Multiple New Vehicles (REG 397A)**

The *Application for Registration of Multiple New Vehicles* (REG 397A) is a three-part form used to report the sales of **identical new vehicles** to the same registered owner and the same legal owner, if any.

The REG 397A **does not** provide for operating authority and should **not** be used if operating authority is required.

**REG 397A Requirements**

- A maximum of 25 vehicles may be listed on one form.
- All vehicles **must** be identical except for the last nine positions of the vehicle identification number, the equipment number (if any), and the odometer reading.
- All vehicles **must** have the same registered and legal owners, address, date of sale, and purchase price.
- The information **must** be computer-generated, typed, or printed in ink.
- All proper signatures and printed names **must** be on the form.
- Fees sufficient to cover all vehicles listed on the application **must** be submitted. Insufficient fees delays the processing of **all** applications until all fees are received.
- An Administrative Service Fee (ASF) is generated for **each** vehicle listed, if the REG 397A is submitted late.

**NOTE:** The name and address abbreviations for an Electronic Lien and Title (ELT) lienholder **must** be entered on the application **exactly** as shown in the latest ELT listing issued by the department. New listings are issued quarterly with a Vehicle Industry News (VIN) memo or can be obtained on the DMV website at [www.dmv.ca.gov/industry/industrytools](http://www.dmv.ca.gov/industry/industrytools).

**6.030**    *Application for Registration of Multiple New Vehicles (REG 397A), continued***Distribution of the REG 397A**

- Application copy (white copy)—**mailed** to the department.
- Buyer’s copy (yellow copy) —**given** to the buyer.
- Dealer’s book copy (pink copy)—**retained** by the dealer for four years.

**6.040**    **New Vehicle Unwind**

An “**unwind**” occurs when an *Application for Registration of New Vehicle* (REG 397) is completed, but the sale **was not** consummated and the buyer **never took delivery**.

For unwinds:

- Mark all copies of the REG 397 “VOID.”
- Complete a *Statement of Facts* (REG 256) stating the circumstances **and** that the vehicle:
  - never left the dealer’s possession, **and**
  - was not operated on the operating copy of the REG 397.
- Retain all copies of the voided REG 397 and the REG 256 with the dealer’s copy at the dealer’s primary business location so it is available in the event of an audit.
  - No documents are submitted to the department when an “unwind” occurs.

<p><b>NOTE:</b> Treat the transaction as a “rollback,” not an “unwind,” if the customer operated the vehicle causing fees to become due.</p>
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**6.045**    **New Vehicle Rollbacks**

A “**rollback**” occurs when:

- a buyer purchases a vehicle from a dealer, operates it on the customer copy of the report of sale, and then returns the vehicle to the dealer.
- financing is rejected for a buyer, and the second contract has a co-signer, another name added, or a new buyer.

The report of sale **cannot** be voided on rollbacks.

- All fees due, including any transfer fees, are payable upon the date of the first retail sale.
- **Do not** apply rollback procedures once certificates have been issued to the first buyer. The application must be processed as a transfer.

6.045 New Vehicle Rollbacks, *continued***“Rollback” Fees**

All fees are due from the date of first sale and **must** be submitted to the department **within 20 days** of the new vehicle sale date to avoid any late penalty or ASF. The fees due may be posted in the dealer’s name or the first buyer’s name.

If a dealer returns all license fees collected from the first buyer, *prorated* vehicle license fees may be collected from the second buyer.

- Prorated fees collected from the second buyer are based on the original purchase price and date of sale.
- This does **not** affect the dealer’s responsibility to pay fees due the department within the prescribed time limit.

**“Rollback” Registration Requirements**

When a “rollback” vehicle is subsequently sold to a second buyer, registered to the dealer **or** a second contract requires a change to the original registered owner(s), the registration requirements are:

- *Application for Title or Registration* (REG 343) in the second buyer’s or dealer’s name.
- *Application for Registration of New Vehicle* (REG 397) to the first buyer.
- *Report of Sale–Used Vehicle* (REG 51) to the second buyer.
- Bill of sale and odometer mileage disclosure from the first buyer to the dealer.
  - If the first buyer is unavailable or refuses to sign a bill of sale or odometer mileage disclosure to the dealer, indicate the reason on the *Statement of Facts*.
- *Lien Satisfied* (REG 166) from the lienholder, if any, for the first buyer.
  - A lien satisfied **is not** required if financing was **not** approved for the first sale, **or** the lienholder remains the same for the second buyer.
- *Statement of Facts* (REG 256) containing the following information:
  - Name of the person who returned the vehicle to the dealer and the date returned
  - Reason the vehicle was returned (e.g. credit unavailable)
  - Whether the vehicle was voluntarily or involuntarily returned by the buyer
  - If the vehicle was sold under conditional sales contract, chattel mortgage, etc.
  - If there was a trade-in, whether the trade-in was returned to the buyer
  - If the down payment was returned and whether it was a cash down payment or cash in addition to the trade-in
- Odometer mileage disclosure from the dealer to the second buyer on the *Vehicle/Vessel Transfer and Reassignment Form* (REG 262).

**6.045 New Vehicle Rollbacks, *continued*****“Rollback” Registration Requirements, *continued***

- Registration fees based on the first buyer’s purchase price and date of sale, **plus** transfer fee for the second buyer.
- No smog certification required provided the original REG 397 is submitted.

**6.050 Miscellaneous Additional Information****Autoettes (CVC§175)**

An autoette is a motor vehicle located on a natural island with an area in excess of 20,000 acres and within a county with a population in excess of 4,000,000 that meets all of the following requirements:

- Three or more wheels in contact with the ground.
- Unladen weight not greater than 1,800 pounds.
- Overall length of not more than 120 inches, including front and rear bumpers.
- A width of not more than 55 inches, as measured from its widest part.

In addition to the usual registration requirements, the following applies:

- The vehicle **must** be located in the City of Avalon on the Island of Catalina to be registered
- The body type is **VA** (varied), or, for a golf cart, the body type is **GC**.
- If the vehicle is removed from the island, the owner **must** remove and surrender the license plates to DMV.

**Cab and Chassis**

A cab and chassis is an incomplete vehicle that requires the installation of a body to complete the vehicle.

If the dealer:

- installs a body received from the factory before the sale is completed, the vehicle is reported as a complete vehicle.
- sells a cab and chassis to a buyer that never intends to install a body, the vehicle is reported as a chassis only or cab and chassis.
  - A *Statement of Facts* (REG 256) must be completed by the owner, stating the intended use and that a body will never be installed.
  - Submit the *Statement of Facts* with the REG 397.
- installs a body provided by the customer, the vehicle is reported as a complete vehicle. The application must include documentation for the body.

**6.050 Miscellaneous Additional Information, *continued*****Camp Trailers (CVC §242)**

- A camp trailer is a vehicle:
  - designed to be used on a highway,
  - capable of human habitation for camping or recreational purposes,
  - which **does not** exceed 16 feet (192 inches) in overall length from the foremost point of the trailer hitch to the rear extremity of the trailer body and **does not** exceed 8 feet (96 inches) in width.
- Where a trailer telescopes for travel, the size shall apply to the trailer as fully extended. Any tent trailer is a camp trailer.
  - A camp trailer **is not** a trailer coach.
  - Camp trailers are registered under the Permanent Trailer Identification (PTI) Program. See Chapter 14, Permanent Trailer Identification (PTI).

**Demonstrator and Executive Vehicle Sales**

A new vehicle operated as a demonstrator or by a factory executive is considered to be a used vehicle when subsequently sold to a retail buyer.

- A *Certificate of Used Vehicle* (REG 496) signed by the seller and the buyer (one buyer's signature is sufficient) must be submitted with the *Application for Registration of New Vehicle* (REG 397).
- Signatures cannot be signed by power-of-attorney.

**NOTE:** A subsequent buyer **cannot** be charged any portion of the licensing fees paid to register a demonstrator vehicle to the dealership.

**Exempt Agency Sales**

Dealers selling a vehicle(s) to an exempt agency may give the *Application for Registration of New Vehicle* (REG 397) and any supporting documents to that exempt agency, if so requested.

An *Exempt License Plate Request* (REG 5050) must be completed and signed by the exempt agency, and submitted with the REG 397 to the department by the agency or by the dealer.

**Factory Deliveries**

A California dealer who sells a vehicle to be picked up by the buyer at the factory must complete the REG 397 as usual and submit it to the department.

**6.050 Miscellaneous Additional Information, *continued*****American Indian-Owned Vehicles**

Several exemptions exist for vehicles owned by American Indian tribes and/or tribal members:

- Vehicles owned or leased by **California Indian tribes and/or tribal members** who live on a Federal Indian reservation or Rancheria located in California, whether operated on or off the public highway, are exempt from the VLF portion of the registration fees.
  - A completed and signed *Miscellaneous Certifications* (REG 256A), Section C—Indian Certifications, signed by a representative of the tribe or the United States Bureau of Indian Affairs must be submitted with the application.
- Vehicles registered to a **federally-recognized Indian tribal name** and used exclusively within the boundaries and jurisdiction of the tribe are exempt from **all fees except** the registration fee.

**Either** a completed and signed REG 256A, Section C, **or** a letter written on Indian tribal letterhead must be submitted with the application.

The letter must be:

- signed by an authorized tribal council member, such as the tribal chief or secretary,
- identify the vehicle,
- state it is owned by and registered in the federally-recognized Indian tribal name, **and**
- state it will be used exclusively within the boundaries of Indian tribal land, including any incidental operation on the highways within those boundaries. (CVC §9104.5 and R&TC §10781.1)

**American Indian-owned trailer coaches (CCH)** located on a federal Indian reservation or Rancheria in California are exempt from **all** fees.

- A new CCH purchased by an American Indian that will **not** be registered may be moved to the reservation by a licensed transporter **or** by the dealer on dealer plates prior to the sale.
- A title only may be issued.

**“In Lieu” Application for Registration of New Vehicle (REG 397)**

When a completed *Application for Registration of New Vehicle* (REG 397) is lost **before** being submitted to the department, submit the following to the department:

- A new REG 397 showing, “In lieu of R/S #\_\_\_\_\_.”
- A *Statement of Facts* (REG 256) explaining the reason for the second REG 397.
- The windshield copy of the second REG 397.
- Fees.

**6.050 Miscellaneous Additional Information, *continued*****Low Speed Vehicle Sales (CVC §385.5)**

A low speed vehicle (LSV) is defined as a motor vehicle (automobile or a commercial vehicle/truck) that:

- has four wheels,
- can attain a speed, in one mile, of more than 20 miles per hour and **not more** than 25 miles per hour on a paved level surface, *and*
- has a gross vehicle weight rating of less than 3,000 pounds.

**Additional information:**

- An LSV is **not** a golf cart, except when operated pursuant to CVC §§21115 or 21112.1. An LSV is also known as a “neighborhood electric vehicle.”
- LSVs meet the federal safety requirements applicable to low speed vehicles according to the National Highway Traffic Safety Administration (NHTSA) and have been certified by the California Air Resources Board as zero emission vehicles.
- LSVs may be registered as passenger vehicles in California, if they are to be operated on public streets.
- An LSV manufacturer is required to affix a permanent 3" x 5" decal containing the following disclosure statement on the headliner (roof) on the driver’s side of the vehicle:

*“The vehicle’s maximum speed is 25 miles per hour and it may be a hazard on the roadways if it impedes traffic, for which, the driver may be cited.”*
- Dealers must give the buyer a signed copy of the same disclosure statement at the time of sale.
  - The dealer retains the original statement.
  - A copy **is not** submitted to the department.
- The registration requirements for LSVs are the same as for other new vehicles sold by a California dealer.
  - Federal regulations require that a LSV have a speedometer, but **not** an odometer.
  - A LSV is **excluded** from odometer mileage reporting requirements.

**Motorcycles (CVC §§400, 4150.2)**

A motorcycle is a motor vehicle having a seat or saddle for the use of the rider, designed to travel on not more than three wheels in contact with the ground.

- A motorcycle includes a motor vehicle that has four wheels in contact with the ground, two of which are a functional part of a sidecar.
- A motorcycle does not include a farm tractor or a three wheel vehicle used by local agencies for the enforcement of parking control provisions which has a partially or completely enclosed seating area for the driver and passenger.



**6.050 Miscellaneous Additional Information, *continued*****Motorcycles (CVC §§400, 4150.2), *continued***

**All** original motorcycle applications **must** show both the frame and engine numbers.

- The serial number on the motor is used as the engine number for an electric motorcycle.
- A motorcycle cross-index fee and a motorcycle safety fee are assessed on new motorcycles in addition to other fees due. (See appendix 1F for fees.)
- A street-legal motorcycle with a “3” or a “C” in the eighth position of the vehicle identification number (VIN) may be issued on-highway type registration indicia regardless of the VIN configuration.
- An off-highway (OHV) motorcycle with a “3” or a “C” in the eighth position of the VIN does not meet California’s emissions standards and is considered a non-complying OHV.
  - Non-complying OHV’s cannot be registered on the highway and do not qualify for dual registration but may be issued a red OHV sticker that permits limited operation of the vehicle during designated months.
  - See Chapter 5, Odometer Mileage Reporting, Off-highway Vehicles, for additional information.

**Modular Mobile Equipment**

- Modular mobile equipment:
  - is defined as a vehicle containing permanently attached equipment which requires manual operation by a person.
  - does not contain cargo space or space for carrying passengers for hire.
  - includes, but is not limited to bloodmobiles, mobile medical service trailers, and television remote studios.
- Trailers, semi-trailers, housecars, and motorhomes are among the vehicles modified and reclassified as modular mobile equipment.
  - The added equipment does not add to the efficient operation of the vehicle and therefore is considered a load.
  - The equipment is bolted to the vehicle for safety reasons.

**Registration requirements:**

In addition to the usual requirements, the applicant must complete a *Statement of Facts* (REG 256) explaining how the vehicle qualifies as modular mobile equipment.

**6.050 Miscellaneous Additional Information, *continued*****Modular Mobile Equipment, *continued*****Housecars or Motorhomes:**

Register the modified vehicle as follows:

- Classify the vehicle as an auto.
  - Do not include the cost of the modular mobile equipment with the cost of the vehicle to establish VLF.
- Show the body type model as “MM.”

**Trailers or Semi-Trailers:**

Trailers and semi-trailers which have been modified as explained in this section are registered under the Permanent Trailer identification (PTI) Program with body type model MMETLR.

**Nonresident Military (NRM) Personnel**

U.S. Military personnel **stationed in California who are residents of another state or country** are exempt from the vehicle license fee (VLF).

- A *Nonresident Military Exemption Statement* (REG 5045) must be submitted with the *Registration of New Vehicle* (REG 397) application.
- This form may be signed by the military person or by a family member, such as a spouse or parent, and must include the telephone number of the commanding officer.
- To qualify for the exemption, the vehicle must be located in California and cannot be used in any trade or business.

**Recreational Vehicles**

A recreational vehicle is defined as any motorhome or housecar, travel trailer, truck camper, or camp trailer with **or** without motive power designed for human habitation or other occupancy.

- They must contain less than 320 square feet of internal living room area (excluding built-in equipment and including, but not limited to wardrobe, closets, cabinets, kitchen units or fixtures, bath or toilet rooms) and 400 square feet or less of gross area measured at maximum horizontal projections.
- Recreational vehicles are built on a single chassis and are self-propelled, truck-mounted, or permanently towable on the highways without a permit.

6.050 Miscellaneous Additional Information, *continued***Recreational Vehicles, *continued***

The following vehicles are recreational vehicles:

**Recreational Vehicle Definitions**

<i>Vehicle</i>	<i>Definition</i>
Camper (CVC §243)	<ul style="list-style-type: none"> <li>• A structure designed to be mounted upon a motor vehicle and to provide facilities for human habitation or camping purposes. <ul style="list-style-type: none"> <li>— A one axle camper <b>is not</b> considered a vehicle.</li> </ul> </li> <li>• Any canopy or similar structure mounted upon a motor vehicle for purposes of human habitation or camping purposes is considered a camper.</li> </ul>
Camp Trailer (CVC §242)	<p>A vehicle designed to be used on a highway which is capable of human habitation for camping or recreational purposes and <b>does not</b> exceed 16 feet in overall length from the foremost point of the trailer hitch to the rear extremity of the trailer body or 96 inches in width.</p> <ul style="list-style-type: none"> <li>• Camp trailer includes any tent trailer.</li> <li>• A camp trailer <b>is not</b> a trailer coach.</li> <li>• Camp trailers are registered under the Permanent Trailer Identification (PTI) Program.</li> </ul>
Park Trailer (H&SC §18009.3)	<p>A “park trailer” is a trailer designed for human habitation for recreational or seasonal use only that contains 400 square feet or less of gross floor area.</p>
Fifth-Wheel Travel Trailer (CVC §324)	<ul style="list-style-type: none"> <li>• A vehicle designed for recreational purposes to carry persons or property on its own structure and so constructed as to be drawn by a motor vehicle by means of a kingpin connecting device.</li> <li>• A pickup with a kingpin connecting device for the fifth-wheel travel trailer <b>must</b> be registered as a commercial vehicle.</li> </ul> <p><b>NOTE:</b> A structure too large to be mounted upon and fully supported by a motor vehicle, independent of the axle attached to the structure, is a trailer coach or camp trailer, depending on the overall length of the vehicle.</p>

## Recreational Vehicle Definitions (continued)

<i>Vehicle</i>	<i>Definition</i>
Housecar (CVC §362)	<ul style="list-style-type: none"> <li>• A motor vehicle originally designed, or permanently altered, and equipped for human habitation, or to which a camper has been <b>permanently</b> attached.</li> <li>• A housecar shall <b>not</b> be deemed to be a motortruck.</li> </ul> <p><b>IMPORTANT:</b> Truck tractors with living quarters <b>cannot</b> be registered as housecars <b>and</b> horse trailers with an area equipped for human habitation <b>cannot</b> be registered as trailer coaches.</p> <p>The living quarters are secondary or incidental to the primary function of the vehicle, which is transporting property.</p>

The following vehicles are identified as housecars for registration purposes:

## Housecar Vehicle Definitions

<i>Vehicle</i>	<i>Definition</i>
Motorhome	A vehicle designed to provide temporary living quarters, built as an integral part of, or permanently attached to, a self-propelled motor vehicle chassis or van and includes a motorhome manufactured by a licensed motorhome manufacturer.
Pickup with Camper	<ul style="list-style-type: none"> <li>• A pickup with a camper (previously defined) <b>permanently attached</b> to the pickup for human habitation or camping purposes.</li> <li>• A pickup with a camper temporarily attached is <b>not</b> a housecar.</li> </ul>
Van Camper	A van camper is a complete vehicle purchased from a recognized vehicle manufacturer and converted (usually by the installation of carpet, curtains, additional seating, etc.) for human habitation or camping purposes.

**Motorhomes:**

Motorhomes must contain permanently-installed independent life support systems which meet the criteria of the American National Standard Institute (ANSI) and provide at least four of the following facilities:

- cooking
- refrigeration or ice box
- self-contained toilet
- heating and/or air conditioning

**6.050 Miscellaneous Additional Information, *continued***

- a portable water supply system including a faucet and sink, separate 110-125 volt electrical power supply
- LP gas supply

Van campers will not contain the permanently-installed independent life support systems identified by the ANSI for motorhomes.

Motorhomes that **do not** exceed 45 feet (540 inches) in overall length or 8.5 feet (102 inches) in width may be registered in California.

- ***Manufactured motorhomes*** are registered under the make and year model of the motorhome manufacturer and the VIN of the chassis.

*For example*, a motorhome manufactured by Southwind using a Dodge chassis is registered using the Southwind make and year model, and the Dodge chassis VIN.

- ***Van campers*** are registered using the original manufacturer's make, VIN, and year model. However, completed van-type vehicles altered prior to original registration to meet the ANSI specifications of a motorhome are registered using the make and VIN of the original manufacturer.

**Housecar Sales**

A completed *Miscellaneous Certifications—Vehicle for Human Habitation* (REG 256A) must be submitted in addition to the usual registration documents required for the application, and is used to determine the type of housecar being registered.

The value of any added equipment, the camper, and camper axle, if one is attached, **must be** included in the value of the vehicle for determining the VLF classification.

<i>If the vehicle is...</i>	<i>then...</i>
a manufactured motorhome <b>NOTE:</b> Motorhomes that <b>do not</b> exceed 45 feet (540 inches) in overall length or 8.5 feet (102 inches) in width may be registered	<ul style="list-style-type: none"> <li>• the <i>Application for Registration of New Vehicle</i> (REG 397) or <i>Application for Title or Registration/Verification of Vehicle</i> (REG 343) <b>or</b> a <i>Statement of Facts</i> (REG 256) showing the length and width of the motorhome in inches.</li> <li>• the REG 256A may be completed by the selling dealer or the buyer.</li> </ul>
pickup with a permanently attached camper	<ul style="list-style-type: none"> <li>• the REG 256A may be completed by the buyer or the owner, as appropriate.</li> </ul>
van conversion (van camper)	<ul style="list-style-type: none"> <li>• the REG 256A may be completed by the buyer, the owner, or the dealer, as appropriate.</li> </ul>

**NOTE:** Motorhomes/housecars modified from their original design to modular mobile equipment, such as a bloodmobile, are assigned a body type "MM" and registered with auto plates. See section 6.050, under Modular Mobile Equipment.

**6.050 Miscellaneous Additional Information, *continued*****Special Plates for a New Vehicle**

When a buyer orders or transfers special interest plates to his/her new vehicle, DMV **does not** issue regular plates in most cases. Additional documents and fees may be due. Refer to Chapter 21, Special Plates for special plates information.

**To Order Special Plates:**

- A *Special Interest License Plate Application* (REG 17) **or** *Special License Plates Application* (REG 17A), as appropriate for the type of plates requested, completed by the buyer.
- The original fee for the type of special interest plates.

**To Transfer the Buyer's Special Plates:**

- A *Special Interest License Plate Application* (REG 17) completed by the buyer showing reassignment of the existing plates to the new vehicle.
- The fee for reassignment of the plates.
- Pro-rated special plate renewal fee to the new expiration date, if applicable. See Chapter 21, Special Plates.

**Trailer Coaches (CVC §635)**

- A trailer coach is a vehicle, other than a motor vehicle, designed for human habitation or human occupancy for industrial, professional, or commercial purposes, for carrying property on its own structure and for being drawn by a motor vehicle.
  - A park trailer is a trailer coach.
- A trailer coach **cannot** exceed 8 1/2 feet (102 inches) in width **or** 40 feet (480 inches) in length.
  - Commercial coaches that do **not** exceed the trailer coach measurements are also registered as a trailer coach and assigned a CCH body type.
- Trailer coaches or commercial coaches that exceed 8 1/2 feet (102 inches) in width **or** 40 feet (480 inches) in length are mobilehomes (CCHMP body type). (CVC §396).
  - Mobilehomes **are registered by** the California Department of Housing and Community Development (HCD).
- The vehicle license fee classification for a trailer coach **must include** the base trailer, destination charges from the factory to the dealer, **and** permanently installed air conditioning units and appliances, wall-to-wall carpet, and built-in furniture.

**6.055 New Vehicle Sales by a Non-Franchised Dealer**

A dealer **cannot** advertise for sale, sell, or purchase for resale any **new** vehicle of a line-make for which the dealer **does not** hold a franchise. (CVC §11713.1[f, 1])

**6.055 New Vehicle Sales by a Non-Franchised Dealer, *continued*****Exceptions (CVC §11713.1[f, 2]):**

- A mobilehome.
- A recreational vehicle (motorhome, travel trailer, or camping trailer) as defined in *Health and Safety Code* (H&SC) §18010.
- A commercial coach as defined in H&SC §18001.8.
- An off-highway motor vehicle (OHV) subject to OHV identification.
- A commercial vehicle with a gross vehicle weight (GVW) rating of more than 10,000 pounds.
- A manufactured home.
- A new vehicle that will be substantially altered or modified by a converter prior to sale.
- A vehicle purchased for export and exported outside the territorial limits of the United States **without being registered** by the department.

**IMPORTANT:** Some of the exceptions listed above are vehicles that are **not** registered by this department or **cannot** be registered as a condition of the exception.

**Registration Requirements:**

When one of the exception vehicles is sold by a non-franchised dealer or a used vehicle dealer, the following are required:

- Properly completed *Application for Title or Registration* (REG 343).
- *Report of Sale–Used Vehicle* (REG 51) from the dealer to the retail buyer.
- Evidence of purchase of the new vehicle by the dealer.
  - This may be an *Application for Registration of New Vehicle* (REG 397) from the franchised dealer, **or** a certified copy of the factory invoice and a bill of sale from the manufacturer, **or** the Manufacturer’s Certificate/Statement of Origin (MCO/MSO) properly endorsed to the dealer.
  - Bills of sale are acceptable in lieu of endorsement(s) on the MCO/MSO.
- Vehicle verification, **unless** a REG 397 is part of the application.
- Smog certification, if appropriate.
- Registration fees due.

**6.060 Wholesale of a New Vehicle**

A franchised new vehicle dealer may wholesale a new vehicle to another dealer. The fees are based on the purchase price of the first retail buyer.

A dealer **cannot** advertise for sale, sell, or purchase for resale, any **new** vehicle of a line-make for which the dealer **does not** hold a franchise. (CVC §11713.1)

**6.060 Wholesale of a New Vehicle, *continued***

Follow the chart below for wholesale vehicle requirements:

**Wholesale Vehicle Requirements**

<i><b>For sales...</b></i>	<i><b>then submit...</b></i>
between franchised new vehicle dealers <b>NOTE:</b> A <i>Wholesale Report of Sale</i> (REG 396) <b>is not</b> required for sales between dealers of the same franchise.	<ul style="list-style-type: none"> <li>• an <i>Application for Registration of New Vehicle</i> (REG 397) from the second dealer to the retail buyer, <b>and</b></li> <li>• all fees due.</li> </ul> <b>NOTE:</b> The first dealer must submit a <i>Notice of Release of Liability</i> (REG 138).
between a franchised and non-franchised or used vehicle dealer, if the vehicle is one listed on the previous page as an exception	<ul style="list-style-type: none"> <li>• <i>Application for New Vehicle</i> (REG 397) from the franchised dealer with bill(s) of sale necessary to complete the chain of ownership.</li> <li>• <i>Application for Title or Registration</i> (REG 343) completed and signed by the new retail buyer. Enter the cost to the retail buyer in the Certificate of Cost or Value section.</li> <li>• <i>Report of Sale–Used Vehicle</i> (REG 51) from the dealer to the retail buyer.</li> <li>• <i>Statement of Facts</i> (REG 256) from the retailing franchise dealer stating the vehicle was new when sold to the buyer.</li> </ul>
from a licensed wholesaler (broker) to a non-franchised dealer  Refer to Chapter 2, General Information—Licensees for additional information on broker requirements.	<ul style="list-style-type: none"> <li>• <i>Application for Title or Registration</i> (REG 343) completed and signed. Enter the cost to the retail buyer in the Certificate of Cost or Value section.</li> <li>• one of the following:               <ul style="list-style-type: none"> <li>— Manufacturer’s Statement of Origin properly endorsed to the dealer, <b>or</b></li> <li>— Certified copy of the factory invoice with bill(s) of sale as needed for chain of ownership.</li> </ul> </li> <li>• <i>Report of Sale–Used Vehicle</i> (REG 51) from the dealer retailing the vehicle.</li> <li>• <i>Statement of Facts</i> (REG 256) from the retailing franchised dealer stating the vehicle was new when sold to the buyer.</li> <li>• Vehicle verification (required because a REG 397 from the franchised dealer <b>is not</b> submitted with the application)</li> <li>• Smog certification, if applicable (required because a REG 397 is not being submitted with a signed smog compliance certification).</li> </ul>



**6.085 Title Only (CVC §§4452 and 9254)**

**A *title only* Certificate of Title may be issued for a vehicle:**

- that **has not** been driven, moved, or operated in a manner so as to cause either registration fees or off-highway vehicle (OHV) fees to be due.
- will be registered as part of an apportioned International Registration Plan (IRP) fleet.
- with special equipment plates.
- as certified to by the vehicle owner.

A “Q” series control number (1QAA000 through 1QZZ999) is assigned to these certificates in lieu of a license plate for filing and identification purposes.

***Title Only for New Vehicles Sold by a California Dealer***

- The original and operating copies of the *Application for Registration of New Vehicle* (REG 397) completed as usual.
  - Boldly print “TITLE ONLY” on the application copy of the REG 397.
- A weight certificate, if a commercial vehicle with an unladen weight of 8,001 – 10,000 pounds unladen.
  - A *Statement of Facts* (REG 256) may be completed showing the estimated unladen weight for vehicles over 10,001 pounds and for trailers (not required for CCH or CMP).
- A *Statement of Facts, Section C—Statement for Transfer or Title Only* (REG 256), completed and signed by the buyer, requesting *title only* and stating how the vehicle was moved.
  - If applicable, indicate if the vehicle will be registered as part of an apportioned (IRP) fleet or with special equipment (SE) plates.
  - Include the IRP account number and name and address of the fleet operator, if applicable.

**NOTE:** Prior to completing the sale, the dealer may move the vehicle on dealer plates. Otherwise, the vehicle **must** be moved from the dealer’s place of business on a trailer or a *One Trip Permit* (REG 402).

- A *Planned Non-Operation Certification* (REG 102) completed by the buyer **unless** the vehicle will be registered as part of an apportioned fleet or with special equipment plates.
- Title Only fee.
- PNO fee, unless being registered as part of an apportioned (IRP) fleet or with SE plates.

**A *title only* cannot be issued for:**

- A trailer coach. Trailer coaches must be registered at all times. (CVC §5352) Refer to Chapter 3, Collection and Payment of Fees and Penalties for exceptions.
- Any vehicle for which registration fees are due.

**6.085 Title Only (CVC §§4452 and 9254), *continued***

- Any incomplete or junked vehicle. A *title only* can be issued to a revived junk only after **all** of the clearance requirements are met.
- A vehicle **not** located in California. (VC §4151)

**American Indian-Owned Trailer Coaches:**

- A *title only* may be issued for a new trailer coach purchased by an American Indian who does not want it registered.
- The trailer coach may be moved to the federal reservation or Rancheria by a licensed transporter or by the dealer on dealer plates prior to the sale.

**Title Only for New, Unrecovered Stolen or Embezzled Vehicles (CVC §§4452 and 9254)**

- The owner (individual, dealer, financial institution, or insurance company) of a new, unregistered stolen or embezzled vehicle may obtain a ***title only***.
- In addition to the clearance requirements listed for a ***title only***, a *Miscellaneous Certifications—Stolen or Embezzled Vehicle Certification* (REG 256A) completed and signed by the owner, must be submitted.

**6.090 New Vehicles Altered Before Registration (CVC §4150)**

The application copy of the *Application for Registration of New Vehicle* (REG 397) may be given to the buyer when the vehicle will be altered before it is registered.

<i>If the sale...</i>	<i>then the vehicle must be moved...</i>
is not consummated until the vehicle is delivered on the buyer's property	on dealer plates. Give the buyer: <ul style="list-style-type: none"> <li>• a <i>Statement of Facts</i> (REG 256) stating "Vehicle Delivered with Dealer Plate #____," <b>and</b></li> <li>• the application copy of the REG 397.</li> </ul>
is consummated at the dealer's place of business	on a <i>No Fee Special Moving Permit</i> (REG 172) obtained from the department. <ul style="list-style-type: none"> <li>• Submit a request for the permit to any DMV office on dealer letterhead with the vehicle make, identification number, and anticipated date of delivery.</li> <li>• Print "Vehicle to be Altered before Registration" on the temporary operating copy of the REG 397, <b>and</b> immediately send it to the DMV headquarters in Sacramento.</li> </ul>

**NOTE:** The buyer's temporary operating copy may be displayed in the vehicle if it is expected to be registered within 20 days of the date of sale. The dealer then assumes responsibility for completion of the registration within 20 days.

**6.090 New Vehicles Altered Before Registration (CVC §4150), *continued*****New Cab and Chassis or Chassis Only:**

A cab and chassis or chassis only **is not** a complete vehicle. A body **must be** installed **before** the registration application can be completed.

**NOTE:** The department will accept a deposit of the fees (RDF) on a cab and chassis or chassis only, but the application **cannot** be completed until after a body is installed.

**Exception:** If the buyer says a **body will never be installed**, the cab and chassis or chassis only may be registered as a commercial vehicle, as explained in this section.

**Reporting the Cost:**

Report the **cost** of a new cab and chassis or chassis only on the REG 397 as follows:

<i>If a cab and chassis is...</i>	<i>then the cost of the vehicle is reported as the cost of the...</i>
sold and delivered to the buyer <b>without</b> a body	cab and chassis or chassis only.
sold to the buyer <b>and</b> a body furnished by the buyer is installed <b>after</b> the sale	
received from the factory and a body is installed prior to offering the vehicle for retail sale	complete vehicle (cab and chassis plus the cost of the installed body).
received from the factory and, as a condition of the sale, a body is installed for the buyer prior to completing the sale	

**Registration Requirements:**

**After** the body is installed, the requirements for the buyer to register the complete vehicle are as follows:

- The completed *Application for Registration of New Vehicle* (REG 397).  
— If the vehicle description must be clarified, an *Application for Title or Registration* (REG 343) is also required.

**NOTE:** A vehicle verification and smog certification **are not** required when the REG 397 is submitted.

6.090 New Vehicles Altered Before Registration (CVC §4150), *continued***Registration Requirements, *continued*:**

- Evidence of ownership for the body or materials as follows:

**Evidence of Ownership**

<i>If the...</i>	<i>then...</i>
cost/value of the body or materials is \$5,000 or more	the original or copies of the original, bill(s) of sale, invoice(s), or sales slip(s) are required.
cost/value of the body or materials is \$4,999 or less	a <i>Statement of Facts</i> (REG 256) is acceptable in lieu of the documents indicated above.
owner installed a body removed from another vehicle he/she owned	a <i>Statement of Facts</i> (REG 256) that explains where the body was removed and gives the license number of the other vehicle.

- Fees **must be** paid within 20 days of the date of first operation.
  - If the actual date of first operation is after the “Date First Operated” shown on the REG 397, submit any permit(s) issued between that date and the date fees are paid **or** a *Statement of Facts* (REG 256) explaining how the vehicle was moved.

**NOTE:** If the buyer indicates a **body will never be installed** on the cab and chassis or chassis only, submit the following:

- *Application for Registration of New Vehicle* (REG 397).
- *Statement of Facts* (REG 256) completed by the buyer.
  - The REG 256 **must** state a body will never be installed **and** explain the intended use of the vehicle or the department **will not** accept the application.
  - Exempt agencies **are not** required to state the intended use of the vehicle.
- Fees. All the regular registration fees are due, including the weight fee. The cab and chassis or chassis only **is** a commercial vehicle. A body type of “INCOMPLT” is assigned to indicate an incomplete vehicle.

**Second Stage Manufactured Vehicles (CVC §11930):**

- A second stage manufactured vehicle is a vehicle that is completed by adding a structure and equipment (second stage) to an incomplete vehicle (first stage).
- The **VIN of the incomplete vehicle** and the **make, year model, and body type from the second stage** is used to register the vehicle.

**6.090 New Vehicles Altered Before Registration (CVC §4150), *continued*****Second Stage Manufactured Vehicles (CVC §11930), *continued*:****Special Instructions**

- **VIN**—show the VIN of the first stage manufacturer.
- **Make**—show the make of the second stage manufacturer.
- **Year Model**—show the second stage year model.
- **Body Type**—show the body type of the completed vehicle.

**Example:** A motorhome manufactured by Southwind in 2008 using a 2007 Dodge chassis is registered as a 2008 Southwind with the Dodge VIN.

**6.095 Courtesy Deliveries**

A new vehicle sold by an out-of-state dealer and delivered to the buyer by a California dealer is referred to as a “courtesy delivery.” The application is processed the same as other new vehicle dealer transactions.

The requirements for a “courtesy delivery” are as follows:

- Completed *Application for Registration of New Vehicle* (REG 397).
  - Write “Courtesy Delivery” on top.
  - The vehicle **must** comply with California smog requirements and the California dealer **must** collect California sales tax.
- The Manufacturer’s Statement of Origin, if given to the buyer by the out-of-state selling dealer.
- Required fees.

**6.100 Factory Deliveries**

When a California dealer sells a vehicle that will be delivered to the buyer at the factory:

- Complete the *Application for Registration of New Vehicle* (REG 397) and submit it to the department as usual.
- Give the buyer the operating copy and instructions for displaying it on the vehicle. This allows operation of the vehicle until the plates and registration certificate are received.

**6.105 New Vehicle Sold for Registration Out-of-State**

A new vehicle sold for registration in another state **must** be transported or moved out of California on a *One Trip Permit* (REG 402) **unless** registration in the buyer's home state/country is obtained **prior** to movement of the vehicle on the California highways. Dealer plates **cannot** be used.

- Complete the *Application for Registration of New Vehicle* (REG 397) as usual **and** mark all copies “for registration out-of-state.”
- Give the purchaser the endorsed MSO/MCO to take to the other state.
  - If a lien holder paid for the vehicle, send the endorsed MSO/MCO to the lienholder.
- Complete a *Statement of Facts* (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyer's copy of the REG 397 to the vehicle.
  - The buyer must purchase and complete a *One Trip Permit* (REG 402) to drive the vehicle to the other state, or must transport the vehicle on a trailer or transporter.
- Immediately send the REG 256 with all copies of the REG 397 **except** the dealer's copy to the department at:
  - Department of Motor Vehicles
  - Incoming Mail Unit MS A235
  - PO Box 944292
  - Sacramento, CA 94244-2920

**NOTE:** Contact the Board of Equalization at 1-800-400-7115 for questions regarding collection of sales tax.

**6.110 New Vehicle Sold for Exclusive Use on Private Property**

When a new vehicle is sold for exclusive use on private property, the buyer has the option of obtaining a *title only*. The requirements are as follows:

- *Application for Registration of New Vehicle* (REG 397) completed as usual **and** marked “for exclusive use on private property” or “Title Only,” as appropriate.
- *Statement of Facts* (REG 256) explaining how the vehicle was moved.
  - The vehicle **must** be transported or moved on a *One Trip Permit* (REG 402) **unless** the sale is completed **after delivery** of the vehicle, then dealer plates can be used.
  - **Do not** affix the buyer's copy of the REG 397 to the vehicle.
- If the buyer does **not** request a *title only*, immediately send the REG 256 with **all** copies of the REG 397 **except** the dealer's copy to the department at:
  - Department of Motor Vehicles
  - Incoming Mail Unit MS A235
  - PO Box 944292
  - Sacramento, CA 94244-2920

**6.110 New Vehicle Sold for Exclusive Use on Private Property, *continued***

- If the buyer requests a *title only*, submit:
  - *Application for Registration of New Vehicle* (REG 397).
  - *Statement of Facts* (REG 256), Title Only section completed.
  - *Planned Non-Operation Certificate* (REG 102).
  - Fees.

**6.115 New Vehicle Sold for Export to another Country**

The department requires owners to sign and present a *Certification of Exportation* (REG 32) **in person** at a DMV office when the owner is exporting a vehicle to another country by ship or air. All registered owners whose names appear on the title with *and (/)* must:

- appear in person, ***and***
- have acceptable photo identification, ***and***
- sign the REG 32.

The REG 32 may be signed by power-of-attorney.

- The attorney-in-fact must appear **in person** at the DMV office and submit a power-of-attorney worded specifically for the purpose of completing the REG 32, or a general power-of-attorney.
- The department's power-of-attorney forms, REG 260 and REG 262 are **not** acceptable.

The owner **must** have clear Certificate of Title issued in his/her name to the vehicle being exported. If a lienholder is shown, a release of the lien on the title, or a *Lien Satisfied/Title Holder Release* (REG 166) is required.

The following are **not** acceptable proof of a clear title:

- A title endorsed to the new owner.
- A Salvage Certificate.
- An *Application for Duplicate Title* (REG 227),
- An Acquisition Bill of Sale.

**New vehicle exported by the purchaser:**

When a buyer indicates he/she is purchasing a new vehicle to export to another country:

**The dealer must:**

- Complete the *Registration of New Vehicle* (REG 397) as usual. Mark all copies of the REG 397 "for export to another country."
- Attach the operating copy of the REG 397 to the 5-day notice sent to DMV headquarters.
  - **Do not** affix the operating copy to the vehicle.

**6.115 New Vehicle Sold for Export to another Country, *continued***

- The buyer must arrange for transport or move the vehicle on a One Trip Permit, **unless** the sale is completed after delivery of the vehicle, in which case, the vehicle can be delivered using dealer plates.

**The buyer must complete a:**

- *Statement of Facts* (REG 256) requesting “*Title Only*” and explaining how the vehicle will be moved.
- *Planned Non-Operation Certification* (REG 102).

**And the following is required:**

- Collect Title Only fee.
- Advise the buyer(s) that when the title is issued, he/she must present a completed REG 32 *in person* at the DMV office, before transporting the vehicle to another country by ship or air.
- Submit the original REG 256 and REG 102 with an *Application for Registration of New Vehicles* (REG 397) to the department with the fees.
- Retain the book copy of the REG 397 and a copy of the REG 256 at the dealer’s primary place of business location.

<p><b>NOTE:</b> Vehicles exported on military transports are exempt from this process. However, military personnel exporting vehicles via a regular carrier must submit a REG 32 and comply with export requirements.</p>
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